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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Technical Review and Policy Staff

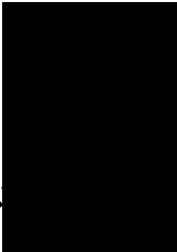
DATE: 10 MAR 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

The following proposed Agency regulatory issuances have been submitted to the Regulations Control Staff for formal coordination and publication:

25X1A	Change 3 to		Supply - Accounting
	Change 2 to		Supply - Distribution and Transfer of Property
	Change 1 to		Supply - Issue, Use and Loan of Property
	Change 2 to		Supply - Boards of Survey
	Revised Draft		, Real Estate and Construction - Domestic Safehouses

b. Organizational Changes (new and completed item)

The Office of Logistics request to the Management Staff for organizational adjustments, dated 1 March 1955, has been approved and forwarded to the Office of Personnel for classification action and necessary Table of Organization changes by the Chief, Management Staff.

2. PROJECTS AND STUDIES IN PROCESSa. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

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Transportation Division would soon be forwarded to the Chief, Administrative Staff, Office of Logistics.

- b. Office of Logistics Instruction Re Overtime Performed While on TDY Overseas (new and continued item)

The Chief, Budget and Fiscal Branch, Administrative Staff, OL, is developing for immediate issuance a proposed Office of Logistics Instruction setting forth Office of Logistics policy and procedure to be followed in connection with securing the authorization for, and reporting the working of overtime by Office of Logistics employees while on TDY at overseas stations.

- c. Career Management Records (completed item)

Establishment of visual card records on all Office of Logistics departmental and field positions is completed.

- d. Basic Intelligence Training (new and completed item)

Two Logistics Personnel are enrolled in the Basic Orientation Course which began on 7 March 1955. *who?*

- e. Study of Occupational Codes and Position Titles (new and continued item)

Draft of a proposed Office of Logistics Instruction containing occupational codes, position titles, and supporting definitions for work unique to Office of Logistics is being coordinated with several Divisions and Staffs of the Office of Logistics for their review and comment.

- f. Classification and Wage Administration (new and completed item)

Drafts of six position descriptions covering [REDACTED] positions have been developed and are currently pending with Supply Division for review and approval prior to submission to Classification and Wage Division for final allocation.

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3. OTHER ITEMS OF INTEREST

- a. Personnel and Training (continued item)

Personnel Report (continued item)

*How many are in process*

[REDACTED]

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**SECRET**b. Conversion of OL Chauffeurs from CPC to WB (completed item)

Representatives of the Classification and Wage Division O/P, in collaboration with officials of the Transportation Division, are continuing a study of these positions prior to the conversion which is now scheduled to take place prior to July instead of March, as had previously been scheduled.

c. Office of Logistics Vacancy Gap (new and completed item)

Office of Personnel has given approval to request by Office of Logistics for authority to "double slot" under certain conditions.

*Were supply slots  
b8-5-7 and 9  
included  
here.*

d. Logistics Support Course (continued item)

Field phase of this course began on 7 March at [REDACTED] 25X1A. First nine days will be devoted to on-the-job training in warehouse operations and stock control.

e. Red Cross Drive (new and completed item)

An initial report of Red Cross contributions was made on 7 March 1955. 128 Office of Logistics employees contributed a total of \$312.60 to date.

*Not a  
very  
good  
showing  
Should  
do  
better*

f. Additional Courier Service (new and completed item)

The Records Center [REDACTED] has requested that courier service between the Center and Headquarters be initiated on 21 March 1955.

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g. Mail and Courier Activities (continued item)(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail		
Incoming	4676	428
Outgoing	7209	-1302
	<u>11885</u>	-1730
Postage Expended	\$969.17	/ \$141.84

(2) Courier Activities

Scheduled Courier Trips	305	
Special Courier Trips	109	/ 27
Inter-Agency Mail by Courier		
Incoming	1616	-984
Outgoing	2638	-204
	<u>4254</u>	- 1188

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